



Juvenile Detention Superintendent

Department: Juvenile Detention Home

EEO Code: 21

Class Code: 4214

FLSA: E

Effective: 01/01/1992

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in assisting the Director of the Juvenile Detention Home with administrative and supervisory duties pertaining to the daily operations of the facility; and performs related work as required.

SPECIFIC STATEMENT OF DUTIES:

(illustrative only)

Assist the director of the Juvenile Detention Home with daily operations; responsible for administrative duties pertaining to employee supervision, scheduling, security, maintenance of building and grounds, health care of youth, food service, counseling, and youth supervision; intervenes in difficult behavioral cases; adapts program to meet special needs as they arise; plans programs for recreation and education of youth served.

Prepares performance reports on active employees; interviews and recommends new employees for hire; prepares and monitors section budget; coordinates inspection for fire, health, safety and building; ensures that Detention Home policies and procedures are in compliance with all related Federal, State, and Local standards; projects payroll expenditures; submits in-house employee payroll time records and maintains personnel files; coordinates and schedules staff training; orders supplies equipment and food; serves as liaison with courts, lawyers, parents and youth service agencies; participates in conferences; speaks to schools and civic groups on programs and purpose; conducts emergency procedure training, coordinates fire drills and maintains records; on call after scheduled working hours; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of the programs and services pertinent to the operation of youth detention facilities; considerable knowledge of the sociological characteristics of youth with severe behavior disorders; considerable knowledge of management techniques; good knowledge of budget principles.

Considerable skill in establishing and maintaining an effective relationship between the detention home and outside agencies; considerable skill in monitoring the effectiveness of programs; considerable skill in analyzing situations accurately and proceeding with effective courses of action; working skill in speaking publicly.

MINIMUM EDUCATION AND EXPERIENCE:

Completion of the core curriculum for a baccalaureate level degree in the Social Sciences with three years of supervisory experience in a correctional or Juvenile Justice Agency.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
